

**ROCHESTER HOUSING AUTHORITY
January 25, 2023
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



January 25, 2023

MEMBERS PRESENT

Rosalie Remarais, Chairperson
Florine Cummings, Resident Commissioner, Vice Chair
Kabutey Ocansey, Commissioner
Henry Rubin, Commissioner
James Water, Jr. Commissioner

STAFF PRESENT

Melissa Berrien
Shawn Burr
Sinclair Carrington
Diana Colon
Robert Croston
Pierre Dorancy
Cynthia Herriott
Kimberly Huffman
Joyce Kinsey
Shawanna Lawrence
Mariam Rodriguez –
Machuca
James Senger
Evhen Tupis
Harolda Wilcox

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Erin Foster, Tipping Point Communications
Shane Morissette, Human Resources
Consultant, HR Works

Commissioner Rosalie Remarais called the December Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:04 pm. It was noted for the record that notice of this meeting was posted as required by law and that there was a quorum present.

1. **Open Forum – Public Comments - None**

2. **Approval of Minutes: December 21, 2022, Regular Board Meeting Minutes**

Commissioner Waters moved, and Commissioner Cummings seconded the motion to approve the December 2022 Regular Board Meeting Minutes Commissioner Remarais, Commissioner Rubin, Commissioner Waters, Commissioner Ocansey, and Commissioner

Cummings, voted yes. The motion passed five to zero.

3. **Director's Report and Board Approval Requests**

a. Executive Director, Shawn Burr, presented his director's report as follows:

Mr. Burr would like to

CONTINUE to

recognize Staff across the Authority who continue to go above and beyond to ensure our quality services are performed and resident and participant needs are taken care of especially during this long-lasting pandemic! They really continue to do a remarkable job day in and day out!

Mr. Burr thanked I would also like to thank all the Commissioners and staff who attended the PHADA Commissioner's Conference the week of 1/9/23. It was a well-run conference with many excellent sessions geared specifically toward PHA commissioners. There were committee meetings on Sunday, 1/8, open to all attendees, and very informative. I attended two sessions on RAD and picked up some good info from each. The session on NSPIRE, HUD's new inspection protocol was insightful, and HUD is staying with their plan to roll out in April of this year. It was discouraging to hear from PHA's involved with piloting the program say that they were not given a chance to provide input. We all thought that was the point of the pilot! The session titled: Strategies to handle these challenges or employee turnover, retention, and onboarding was very informative. We need to change the way we handle these challenges if we are to succeed. There was also a lot of networking taking place and the networking events were well attended. He also graduated from the PHADA/Rutgers Executive Director Education Program with the ceremony held during lunch at the conference!

Mr. Burr gave kudos to Melissa Berrien and the team as we have been awarded \$316,764 in our Family Self-Sufficiency grant! This is a 6% increase over our previous award. Great job!

Mr. Burr stated that RHA continues to monitor the pandemic conditions. The Executive Team monitors current conditions daily and meets weekly to review and discuss our processes. Currently, we are maintaining our existing protocols.

Mr. Burr stated that of our 117 Emergency Housing Vouchers by HUD as a result of the RESCUE Plan, 135 have been issued in accordance with the process we developed with

the Continuum of Care. We have housed 96 applicants so far 6 are searching for housing and 4 applicants have submitted paperwork. Several have found housing and contracts

will be executed shortly. The RHA team continues to assist those looking for units. Still, no word on HUD reallocating unused vouchers.

Mr. Burr stated that our Community Choice Demonstration RHA Team is working very hard since the kick-off in October. We have canvassed 50 applicants 11 have been enrolled and 5 have been randomly selected for services. He is very proud of our dedicated team!

Mr. Burr shared that Trillium's COVID testing/Primary Care services for our residents continues with January's schedule moving along. Property managers have been reminded to notify residents each month of the schedule. We will be continuing our partnership and expanding services where we can. Melissa and Harolda are also working together to facilitate COVID Booster clinics at our sites in partnership with the Health Dept and will update in their reports.

Mr. Burr stated he is very proud of the staff involved in community projects and report on them in their Board reports. Partners Ending Homelessness, RMAPI Housing Working Group which will focus on our community's full housing system, Closing the Gaps Six City Cohort, Jordan Health Community Engagement Committee, Boy Scouts, City FEC Program Initiative, Connected Communities Housing Committee, Private Sector Rental Market Study Working Group, Eviction Response Team, Coalition to Prevent Lead Poisoning and Benefits Cliff Project are a few that are in the works. I really appreciate their efforts in representing RHA on critical projects in our community and their extra efforts are commendable.

Mr. Burr shared that he has been asked to participate on the RMAPI Steering Committee! He attended an orientation and Committee meeting on 1/19/23. He is excited and grateful that RHA is being recognized and invited to be involved with more and more community projects and forums. Melissa co-chairs RMAPI's Housing Work Group as well!

Mr. Burr share that RHA along with our development partner submitted our NYSHCR LIHTC funding applications for the Fernwood project. We are working on additional funding applications for Fernwood, Parliament, and Fairfield Village.

Mr. Burr stated that our Strategic Goal Tracker has been completed and our plan is to update at least monthly and report on a quarterly basis with the first report in January 2023.

Mr. Burr gave an NYSPHADA Update: The Legislative Committee continues to work hard on advocating at the State level for funding for PHA's, especially upstate. We continue to push for more ERAP funds for upstate PHA's as we all have significant arrears continues and RHA is lucky that the City and County did such a good job

administering these funds. NYSPHADA has joined with NYSAFA on the ERAP funds advocacy.

HUD Releases New AFFH Proposed Rule

On Jan. 19 HUD released its “**Affirmatively Furthering Fair Housing**” proposed rule on its website. The rule represents HUD’s efforts to implement the obligation to affirmatively further fair housing, as required by the Fair Housing Act. The proposed rule applies to PHAs and jurisdictions and insular areas that must submit consolidated plans due to Community Development Block Grant (CDBG), Emergency Solutions Grants (ESG), HOME Investment Partnerships, Housing Opportunities for Persons with AIDS (HOPWA), or Housing Trust Fund (HTF) funding.

According to HUD, the proposed rule aims to create “a streamlined, less burdensome” analysis than the 2015 rule that will help the program participants listed above establish fair housing goals. However, the proposed rule does retain much of the 2015 rule’s core planning process and includes a complaint and compliance review process. HUD has also renamed the “Assessment of Fair Housing” (AFH) the “Equity Plan,” though differences between the two exist.

NAHRO’s summary of the proposed rule can be found below. NAHRO will also be hosting a brief overview of the proposed rule next Thursday, Jan. 26 at 1:30 PM ET for our bi-weekly Housing Updates from Washington series (**register today!**). NAHRO will also provide a more in-depth webinar with additional analysis in the coming weeks.

Background

HUD has been working to implement some form of an Affirmatively Furthering Fair Housing (AFFH) rule for the past several years. This work began during the Obama administration with the AFFH rule that was finalized in 2015. During the Trump administration, the Obama AFFH rule was rescinded and replaced with the “Preserving Neighborhood and Community Choice” (PNCC) rule.

The PNCC rule was then rescinded with the Biden administration’s “Restoring Affirmatively Furthering Fair Housing Definitions and Certifications” interim final rule, released in 2021.

The interim rule restored certain definitions and certifications from the 2015 AFFH rule but did not restore the 2015 rule’s procedural provisions that governed how HUD grantees conducted fair housing and how HUD reviewed that planning work.

NAHRO has been communicating with HUD over the course of the last several years to express our policies and positions regarding AFFH. These positions have been drafted and refined through member feedback and input based upon the 2015 proposed rule and the PNCC rule. This culminated in NAHRO submitting its *AFFH: Broad Principals* to HUD in 2021.

Developing an Equity Plan

The program participant, using HUD-provided data, local data, and local knowledge must conduct an analysis of the program participant's jurisdiction and region to help shape the goals created and prioritized in the Equity Plan. Program participants must respond to questions in their analysis focused on the following topics:

- Demographics,
- Segregation and integration,
- R/ECAPs,
- Access to community assets,
- Access to affordable housing opportunities,
- Access to homeownership and economic opportunity, and
- Local and State policies and practices impacting fair housing.

In total, there are just under 60 questions that HUD expects program participants to consider on the aforementioned topics to help shape the creation and prioritization of their fair housing goals. While program participants are expected to identify all fair housing issues, they are not required to set fair housing goals for categories that do not have identified fair housing issues.

After the analysis, program participants will be required to prioritize the identified fair housing issues they plan to address in the next three to five years and develop an Equity Plan that focuses on, at minimum, seven areas of core fair housing goal categories. Program participants should consider fair housing issues faced by underserved communities that have historically been denied fair housing choice, isolated in racially or ethnically concentrated areas of poverty or other segregated settings and subjected to disparities in access to opportunity. The highest prioritization should be given to fair housing issues that will result in the most effective fair housing goals for achieving material positive change for underserved communities. Goals may consist of short-term and long-term goals. HUD recognizes that all goals may not be fully achieved during a single five-year cycle.

Fair housing goal categories include:

- Segregation and integration,
- Racially or ethnically concentrated areas of poverty (R/ECAPs),
- Disparities in access to opportunity,
- Inequitable access to affordable housing and homeownership opportunities,
- Laws, ordinances, policies, practices, and procedures, that impede the provision of affordable housing in areas of opportunity, including housing for those with disabilities,
- Inequitable distribution of local resources, which may include municipal services and investments in infrastructure, and

- Discrimination or violations of civil rights law or regulations related to housing or access to community assets based on protected classes.

Public Engagement

Program participants must engage with the public prior to and during the development of the Equity Plan. This should be done with respect to the identification of fair housing issues and the setting of fair housing goals. Program participants can combine this engagement with other community, resident, or citizen participation required for the purposes of other HUD programs and planning processes. If a program participant opts to do this, the participant must explain the Fair Housing Act's affirmatively furthering fair housing duty and ensure engagement regarding the Equity Plan meets all specific criteria set in the AFFH rule. Program participants that are required to have a consolidated plan may combine engagement for the Equity Plan with its applicable citizen participation plan requirements. PHAs may also combine engagement for the Equity Plan with efforts to obtain Resident Advisory Board and community feedback, and address complaints for its PHA Plan.

Program participants should hold at least three public meetings regarding the development of the Equity Plan, at various accessible locations and at different times. At least one of these meetings must be held in an underserved community in the program participant's jurisdiction. Efforts should be made to receive feedback from underserved populations who do not live in underserved neighborhoods.

Once the Equity Plan is in effect, program participants must engage with their communities on at least an annual basis. This includes holding two public meetings, at different locations, with one meeting held in an underserved neighborhood. Program participants should connect with and provide fair housing planning to local community leaders and make data and information demonstrating the existence of fair housing issues available to the public.

Program participants are allowed to submit a joint Equity Plan by combining efforts with other program participants. This can be completed by jointly conducting community engagement activities with a consolidated plan program participant, jointly conducting community engagement with one or more PHAs, or separately conducting community engagement. The Department encourages program participants to collaborate with each other. However, there are certain requirements governing when and how program participants may collaborate.

Submission Requirements

The proposed rule discusses submission deadlines of the first Equity Plans. Submission deadlines for consolidated plan program participants vary by how much grant funding a program participant receives. For PHAs, the deadline for the submission of the first Equity Plan varies by the number of combined public housing and voucher units an agency has. The deadlines are the following:

- For PHAs with 50,000 or more combined units, the first Equity Plan must be submitted no later than 24 months after the effective date of the regulation or 365 days before the date for which a new five-year plan is due following the start of the fiscal year that begins on or after Jan. 1, 2024, whichever is earlier.
- For PHAs with between 10,000 and 49,999 combined units, the first Equity plan shall be submitted no later than 365 days prior to the date for which a new five-year plan is due following the start of the fiscal year that begins on or after Jan. 1, 2025.
- For PHAs with between 1,000 and 9,999 combined units or PHAs that operate statewide, the first Equity Plan shall be submitted no later than 365 days prior to the date for which a new five-year plan is due following the start of the fiscal year that begins on or after Jan. 1, 2026.
- For PHAs with fewer than 1,000 combined units, the first Equity Plan shall be submitted no later than 365 days prior to the date for which a new five-year plan is due following the start of the fiscal year that begins on or after Jan. 1, 2027.

In general, until program participants are required to submit an Equity Plan, the program participant must engage in fair housing planning through prior Analysis of Impediments to Fair

Housing, Assessment of Fair Housing, or other fair housing planning processes. Program participants that have not conducted or updated their fair housing plans for more than three years prior to the effective date of the regulation and that are not required to submit an Equity Plan for more than 24 months after the effective date of the proposed rule shall conduct these prior processes and submit them to HUD for publication and review no later than 365 days from the effective date of the proposed rule. Those program participants that have updated their plans within the prior time frame must submit them to the department for publication and review no later than 120 days from the effective date of this regulation. Program participants shall continue to update their fair housing plans at least every five years and submit updated plans to HUD for publication and review. This should continue until the program participant is required to prepare its Equity Plan submission for HUD.

New program participants that have not submitted a consolidated plan or PHA plan as of 30 days after the effective date of the rule will receive a new date from HUD, which shall be at least 24 months after the date for which the program participant's first consolidated plan or PHA plan is due. Program participants will still be required to affirmatively further fair housing until their equity plan is due.

After submitting Equity Plans, program participants shall submit annual progress evaluations no later than 365 days from the date that the Equity Plan has been accepted. Subsequent progress evaluations shall be no later than 365 days after the first. Second and subsequent Equity Plans shall be submitted no later than 365 days before the date for which new consolidated plans or PHA plans are due. All program participants shall submit plans no less frequently than once every five years. Each program participant must certify with each Equity Plan and progress evaluation that the submittal is true; that the program participant will take meaningful actions to

implement goals; and that its programs are operated in a manner to affirmatively further fair housing and comply with all other civil rights laws.

Review of Equity Plan

HUD will quickly publish the submittal and conduct a review within 60 days. Members of the public may submit comments on the plan while it is being reviewed by HUD, and in certain instances the time for comment may be extended. Unless the time period is extended or HUD does not accept the plan, HUD will accept the Equity Plan within 100 days. If HUD does not accept the plan, HUD will inform the program participant in writing of the reasons for non-acceptance. There may be cases where HUD does not review the plan but accepts it anyway. HUD's acceptance does not mean that the program participant has complied with its obligation to affirmatively further fair housing.

Equity plans may be rejected for a variety of reasons, including not complying with the AFFH rule; analysis that would result in violations of civil rights laws; the plan does not appropriately identify fair housing issues; goals in the plan will not result in meaningful change; goals only consist of actions required to comply with nondiscrimination laws; the plan was developed without community engagement; the plan has analysis which contradicts data or evidence or which has poorly designed goals; the plan does not acknowledge the existence of fair housing issues identified during community engagement; or the plan does contain required certifications.

HUD will provide written notice to program participants with rejected plans with information on why the plan was rejected and revision procedures. HUD will also publish these notices containing information on why the plan was rejected and revision procedures. The Department will provide a reasonable time period to revise the Equity Plan. HUD will provide no more than 60 days after written notification to revise and resubmit the Equity Plan. The revised plan will be reviewed by HUD within 75 calendar days from when HUD receives the plan. If HUD does not accept the revision, the provisions set forth in the proposed rule regarding revisions will continue to apply unless HUD determines that a different procedure is necessary.

If HUD accepts the Equity Plan, but the program participant still wishes to revise it, the program participant must do so within 120 days of submitting the plan, though HUD may reject the revision.

The Department may establish incentives to recognize program participants that set ambitious goals. These incentives may include recognizing the ambitious goals in establishing the criteria for evaluating applications for discretionary funding.

If a program participant does not have an accepted Equity Plan at the time it submits its consolidated plan or PHA plan, the program participant must have executed special assurances that require the program participant to submit and obtain HUD's acceptance of its Equity Plan by a specified date. If the program participant does not

have these special assurances, the consolidated plan or PHA plan will be disapproved, and the program participant's funding will be in jeopardy.

Revising An Accepted Equity Plan

Accepted Equity Plans may be revised in certain instances. Equity Plans must be revised when a material change occurs. Equity Plans may be revised when the analysis changes in certain ways that may impact the steps needed to affirmatively further fair housing. The proposed rule provides certain requirements for the revision of an equity plan and timeframes for revisions.

AFFH Certifications Required for the Receipt of Federal Financial Assistance

The proposed rule includes certain requirements for certifications, including the certification that a program participant will affirmatively further fair housing. The proposed rule details procedures for challenging the validity of the AFFH certification.

Recordkeeping

The proposed rule states certain record keeping requirements. In general, the program participant must establish and maintain sufficient records to determine whether the program participant has complied with its duty to affirmatively further fair housing.

Compliance Procedures

If a program participant has failed to comply with the proposed rule, an individual, association, or other organization may submit a complaint to HUD. The proposed rule provides information about when complaints may be filed (within 365 days of the alleged violation) and to whom they should be submitted.

Complaints will be investigated, and a voluntary resolution will be sought. Absent a voluntary resolution, a Letter of Findings will be issued. The letter will include findings of fact and conclusions of law; a remedy for each violation; a notice of rights and procedures; and a notice for the letter to be reviewed within 30 days. If requested, the review will occur within 120 days. Absent a request for review, the Letter of Findings will be the formal determination. It will be the policy of the Department to encourage informal resolution of matters. Retaliatory acts are prohibited.

Procedures for Effecting Compliance and Hearings

If voluntary compliance does not occur, the Department may take certain actions, including sending a referral to the Department of Justice; initiating administrative proceedings; initiating debarment; or other applicable proceeding under state or local law. Additionally, in certain circumstances, funding will be cut. Finally, the proposed rule provides information on conducting hearings.

b. Board Action Requests

- i. FY 2023 1st Quarter Vacated Arrears Write-Off - Authorized the Executive Director to approve the write-off of the FY 2023 1st Quarter Vacated Arrears in the amount of \$35,619.98 – Finance

Commissioner Cummings moved, and Commissioner Rubin seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Waters, and Commissioner Cummings voted yes. The motion passed five to zero.

- ii. Affordable Resident Internet Initiative - Authorized the Executive Director to approve replacement of expired BPO to Hunt Engineers and Architects in the amount of \$168,870.00 – Information Technology

Commissioner Waters moved, and Commissioner Ocansey seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Waters, and Commissioner Cummings voted yes. The motion passed five to zero.

- iii. Postage Meter Lease - Authorized the Executive Director to approve the purchase order Pitney Bowes for the amount of \$111,997.44 – Human Resources

Commissioner Cummings moved, and Commissioner Waters seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Waters, and Commissioner Cummings voted yes. The motion passed five to zero.

- iv. Directors and Officers Insurance Policy - Authorized the Executive Director to renew the insurance policy with AIG for the amount of \$59,000.00 – Finance

Commissioner Ocansey moved, and Commissioner Waters seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Waters, and Commissioner Cummings voted yes. The motion passed five to zero.

- v. Bond Street Development – Authorized the Executive Director to award the contract to EDGE Architecture in the amount of \$107,342.17 – Capital Projects

Commissioner Ocansey moved, and Commissioner Cummings seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Waters, and Commissioner Cummings voted yes. The motion passed five to zero.

- vi. Development Soft Costs– Authorized the Executive Director to pay the amount of \$118,762.23 from the RHA’s Local Works Account cover development sosti that will be reimbursed at closing– Capital Projects

Commissioner Ocansey moved, and Commissioner Waters seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Waters, and Commissioner Cummings voted yes. The motion passed five to zero.

4. Human Resource Coordinator Report Shawanna Lawrence

The Human Resource Department is continuing to implement the Strategic Plan Goal III: "Support our Employees to Enhance an Organizational Culture of Excellence" Please see the update below:

Recruitment Information

The HR department successfully recruited and hired 14 new employees in the past quarter.

Notable Events: January 2023

Lunch & Learn – We have a scheduled Lunch & Learn with staff to meet with Success Coaches where staff will learn about the services they offer. RHA has partnered with MVP to provide employees access to the Success Coaches free of charge as a resource for any employee who is dealing with personal barriers which may affect their ability to be successful at work.

Demographic Information:

I want to provide you with current demographic information for the Authority as of January 19, 2023. The breakdown of the demographic information for Employees and Managers in the following categories are: (1) the age of Employees, (2) Employees over 40, (3) Employee's Self-Reported Ethnicity, and (4) Employees by gender.

5. Compliance, Inclusion, and Diversity Officer's Report Cynthia Herriott

Inclusion

- COVID Strategy – We continue to work with community partners to facilitate addressing resident needs around vaccinations, testing and education.
- Language Access Plan- The Diversity and Inclusion Committee is working on a Language Access Plan to adopt new procedures and to work with community organizations and Language Access Liaisons to identify opportunities to enhance RHA services. The plan draft has been provided to the board and senior staff as an FYI. No action is necessary, but feedback is welcome.
- Guardian Ad Litem Program - C. Herriott is chairing the Monroe County Court Housing Court Subcommittee to implement a guardian protocol for participants with behavioral health issues. She met with Wade Norwood to discuss potential support from Common Ground Health.

- On-Site Mini Libraries- The Diversity and Inclusion Subcommittee is in the early stages of developing the On-Site Mini Libraries – Reading Education Program for Public Housing residents. These books will promote diversity and inclusion as well as growth, literacy, and empowerment. A meeting took place on 8/9/22. Commissioners Cummings and Rubin are members.

Compliance

- **Fraud Investigations**

- **Leasing Operations:** Repayment Agreement payments total YTD as of December 2022, \$28,636.00 collected (with a total of \$2,918 collected in December 2022) A total of \$434,324.15 has been collected to date.
- **Public Housing** - Repayment agreement totals YTD for vacated arrears and collection loss as of December 2022, with \$14,165.53 collected (with a total of \$362.00 collected in December 2022). A total of 43,308.31 was collected to date.

- **Termination Hearings**

- **Leasing Operations** – 7 Participant Hearings Scheduled: 0 Upheld; 0 No Show, 2 Overturned, 0 Reinstated, 7 Adjourned; 0 Withdrawn, 0 Pending a Decision
- **Public Housing** - 1 Participant Hearings Scheduled: 1 Upheld; 0 Overturned, 0 Reinstated & 0 Adjourned, 0 Withdrawn.

Operations

- **Case Management** –

- Program Violation Referrals Outstanding – 1,480 (Previously 1,473)– which is a total to date since 2015. Due to staffing shortages, program violation referrals will be temporarily on hold. Compliance is working with HR to fill the positions.
- **Legal Case Management** – Compliance has worked with Finance to develop a database to monitor any open pending legal matters. Finance will ensure the information is kept up to date.

- **Rochester Housing Charities (RHC)** – Commissioner Florine Cummings and Deputy Executive Director Cynthia Herriott serve as RHA’s ex-officio representatives on the RHC Board of Directors.

- Both attend monthly board meetings.
- Board member recruitment for RHC is ongoing, and staff is working on Board training.
- The DED will work with the ED to schedule a retreat with both the Rochester Housing Authority and Rochester Housing Charities once Board members are in place.

- RHC draft audit and budget has been provided to the board representatives.
- **Audit and Review** – The DED works closely with Legal Counsel to address areas in need of assessment within RHA. (*Executive Session for any requested reporting*)
 - Most Compliance Audits are temporarily on hold until vacant positions are filled. The DED has conducted several small-scale audits.
- **Public Safety** – Please see the Activity Chart for Public Safety.
 - RHA is working with residents to address the violence spikes that are occurring in the City of Rochester. Public Safety works with the Rochester Police Department to develop strategies to address crime trends.

6. Finance

Kimberly Huffman

Ms. Huffman reported the monthly Finance Report, the actual vs. budgeted figures, and variances for year-to-date through September 30, 2022, for the COCC, Public Housing, and Section 8 income and expenses.

7. Information Technology Report

Evhen Tupis

Video Safety and Access Control (14 sites, expanded to 18)

Summary: RHA's video safety system is antiquated, and lacks needed features. Our Access Control system is old and clumsy to maintain. We have been approved to pursue an RFP to replace both with modern systems.

Status: The December holiday period resulted in delayed progress. Next step: Final meetings with Leadership Stakeholders to review final plans and seek their approval to launch RFP in time for award by mid-to-late Spring, 2023.

Making Internet More Affordable for Residents

Summary: E.D. Burr directed RHA to find a way to help residents better afford Internet access when desired. IT is launching a campaign to both inform all residents of the Federal Subsidy program (reducing costs by \$30/month) and coach them through the application process with the help of Resident Services staff.

Status The 12,000 direct-mail postcards guiding residents with existing Internet service (and wishing to receive the \$30/month subsidy) was delivered to the Post Office on

Monday, January 10th. We will be tracking this campaign's effectiveness as measured by website visits and links taken.

The FCC released a Grant to expand ACP outreach to include more personal assistance. RHA/IT pursued it. If we do not receive an award, we are planning to pursue a lower-level approach with the willing partnership of RHA's Resident Services team. This is TBD.

HCV/Section 8 Document Archive Scanning

Summary: Paper records housed for Leasing Operations / Section 8 are being electronically scanned and directly attached to Tenmast WinTen2+ resident records. Additionally, IT has provided document scanning equipment to allow LO staff to directly scan new paper documents and upload them without delay.

Status: **COMPLETE** This year-long initiative has been completed and a Project Completion Report is imminent. No further updates on this item will be included.

NOTE: I continue to be hopeful that the success of this initiative will serve to motivate similar activity for other paper-records in the future.

Upgrade Landlord Portal to newer, MRI "Assistance Connect / Owner" Portal

Summary: RHA uses a poorly aging, unsupported, a legacy product called Landlord Portal. It is difficult to use and prone to errors, frustrating users. An upgrade is available and being pursued.

Status: December 21 User training was rescheduled to January 27. It will include discussion of "best practices" to transition Landlords to the new system.

RochesterHousing.org Website Upgrade

RHA's website is outdated both technically (the modules it was built upon are reaching end-of-life) and navigationally. An upgrade is available and is being pursued.

Status: Key stakeholder groups have been identified as: RHA Departments, RHA Associates, Residents/Participants, and Community Partners. The *RHA Departments* group has been engaged and interviews to gather their input are imminent.

MRI ResidentCheck, an automated resident screening system

Summary: MRI's ResidentCheck system provides an automated way to initially screen applicants, relieving that burden from RHA staff. RHA inputs initial applicant demographic information and ResidentCheck will interrogate available

creditworthiness information and deliver a pass/fail report for review by an RHA associate prior to a final human-based determination being made.

Status: Super User training is scheduled for January 17th, 2023. Implementation plans TBD based on outcome.

MRI RentPayment to accept Repayment Agreement payments

Summary In a previous year, RHA subscribed to MRI's RentPayment, a service that allows residents to pay rent electronically. That system has been enhanced to allow those with Repayment Agreements to pay electronically, as well. This additional feature is being made available to RHA at no additional cost to us.

Status: An unexpected requirement was discovered during initial Super User orientation and conveyed to MRI. MRI is incorporating it into the product deliverable. ETA for revisiting and SU acceptance has been rescheduled to February 2023.

NEW: Hybrid-meeting Technology for Meeting Rooms

Summary: Hybrid in-person-and-remote trainings and meetings are now the norm. RHA is exploring more modern and easy-to use technologies to facilitate hybrid meetings at all RHA locations (with meeting rooms).

Status: We are early in the research stage; however, some testing of promising solutions is under way. Updates will be provided as progress is made.

NEW: Resart: Telephone Service Cost Reduction and Future Cost Avoidance

Summary: Our telephone system is outdated. Four years ago, we pursued an upgrade only to discover that our foundational communication circuits were not capable of delivering the service and our telephone line records were in disarray. Both issues have now been resolved. While leveraging some of the work that was done four years ago, both the state-of-the-art and our needs have matured since then. We will launch this initiative now with an updated focus, while targeting implementation in F.Y. 2023-24.

Status: The process of securing funding support for an RFP for a Telecommunication Consultant has begun. They will work under RHA/IT oversight to re-establish functional requirements and assist with generating the RFP for services (along with their implementation once awarded).

NEW: Early Awareness Only – Upgrade of Tenmast WinTen2+ to MRI Property Management X (PMX) or Migrate to Different Vendor/Product

Summary: An upgrade to Tenmast (RHA's core operations software) is available. We will have an opportunity to upgrade to the new "Property Management X" offering at no additional product cost (though charges for data migration and retraining will

apply) -or - choose to change to a competing product from a different vendor. None of these choices are trivial. They both require commitment, dedication, and focus by Executives, Department Directors, and the user community for an extended period of time. For time budgeting, we should expect a year to decide on the pathway forward, and 2-years to properly implement it.

Status: We are at the end of a well-negotiated 3-year agreement with MRI for the Tenmast WinTen2+ product, which expires September 30, 2023 (this calendar year). I will be seeking a 3-year renewal to allow RHA to continue to operate while using this time as noted in the above summary.

For the remainder of this year, RHA/IT will facilitate MRI/PMX overview meetings with individual departments. After October 1, 2023, RHA/IT will facilitate meetings between RHA and competing vendors as well. This is an initial plan that is subject to change.

The “Last 6-months”, in review

The following is a highlighted list of accomplishments during the 6-months that the Board of Commissioners has received IT Department Updates.

- MRI’s Tenmast/WinTen2+ was moved to “the cloud” and a 60% performance increase was documented for most functions. One final improvement is pending for February that will result in additional improvement for those who run SCRIBE reports.
- RHA’s computer network electronics were upgraded to prep for both Video Safety and VoIP traffic. Note: we may be upgrading our speeds in the near future, but the new electronics can handle it with ease.
- Resident Computer Labs were upgraded, and a new Resident Council office and lab was added.
- Telephone accounts and bills were audited, records were cleansed “cleansed” and services were migrated to a less expensive carrier, resulting in a reduction of recurring expenses by over \$150,000/year.
- Leasing Operations resident records were scanned, digitized, and delivered to RHA, fully emptying a large storage room and making those records accessible securely in digital format. Clerks may now access those records more efficiently, even from off-site. BRAVO to our L.O. partners who showed needed leadership and commitment.
- 1.0 RHA Technical FTE (RHA’s own, David Browning) and 0.5 Contract Technical FTE staff completed 941 support incidents from RHA Associates asking for IT technical services.

8. Public Housing Report

Harolda Wilcox

Public Housing Activities:

- The Senior Holiday luncheon held on December 16, 2022, at the Harro East Ballroom was a total success. RHA staff & executive staff were present for the event. A special thanks to the RHA staff that participated in this event and made sure the residents were comfortable and happy.

Public Housing Matters:

The **TEAM** continues to do an **excellent** job of keeping things moving.

COVID Matters:

- Building Security – RHA visitor restrictions are still in place, with visitation hours from 7:00 am to 11:00 pm. Everyone is encouraged to social distance.
- Residents – Partnership with Foodlink is still providing food to those seniors in need.
- Community Rooms are currently open on the weekends. Protocols sent to Resident Council presidents. Notices sent to residents of optional mask-wearing.
- Offices continue to receive residents by appointment only. Residents will always need to wear facial coverings for scheduled appointments.

RENT ARREARS

- To avoid eviction and to assist residents in becoming current with rental arrears, the team will have the resident sign a repayment agreement along with applying for the Emergency Rental Assistance Program (ERAP).
- RHA Public Housing department Received \$2,818.30 in EPPI 2.0 monies for December 2022.
- As of December 2022, the total delinquent rent amount owed is \$404,039.83 which is an increase of \$5,773.25 from November.
- 14 – 30-day notices were served by the City Marshal in December
- We are working diligently with residents to address arrears in lieu of court proceedings. As of December 2022, RHA has entered into 81 repayment agreements year to date.
- We are still encountering vacant units where the resident has skipped out. This affects both Public Housing arrears and vacancy rates.

Parkside

- 6 Vacant Units
- 3 Units Ready to Lease

Parkside Arrears

- \$ 36,860.35 in outstanding rent
 - \$ 7,461.75 0-30 days
 - \$ 5,664.80 31-60 days
 - \$ 3,483.60 61-90 days
 - \$ 17,838.00 over 90 days (represents 9 tenants)

MISCELLANEOUS ITEMS

- The Property Management office continues to offer applicants several methods to view a unit, e.g., virtual, email & text pictures, and solo unit showings (staff will wait outside of the unit as the applicant walks through the unit).

Application Processing Center:

Waiting List Management:

As of 11/14/2022, high-rise canvas pull.

To address the number of high-rise vacancies, APC is conducting a high-rise canvas for applicants that are interested in residing in one of the high-rise communities (LT, UT, HRT, DTE, & DTW)

Scheduled High Rise Canvas Pull –

Next wait list pull – 1/13/23 – (TOTAL OF 80) AND 1/27/23 (TOTAL OF 80)

PH began offering moving incentives for applicants as of 1/1/23. Move-in incentives will be given to the first 100 applicants that are housed at Lake Tower, Danforth Towers, Kennedy and that remain in good standing for 1 year.

Unit Offers:

- APC Manager is extending offers to 'ready drawer' applicants to fill vacancies. This process is slower than desired because the manager has absorbed most of the responsibilities from the staff vacancy in APC, reduced staff hours, and the applicant's response time was extended as a response to COVID.
- Current applications in Screening and Intake Phase as of 1/3/23
Currently being screened - 68 applications
 - ❖ Studio/1 bedroom – 4
 - ❖ Regular 1- bedroom – 0
 - ❖ High Rise 1 bedroom canvas - 55
 - ❖ 2+ bedrooms - 9 application

Currently going thru intake (w/Intake Specialist): 30 applications

- ❖ studio/1-bedroom – 13 applications
- ❖ 2+ bedrooms – 17 applications

Renovation Projects:

- Fed/Scattered Site – From the 37 households that will have their units demolished or renovated, we have 25 residents that have accepted unit offers. Maintenance Chief, Bob Croston has been notified of each accepted unit offer to follow up on to ensure units are ready for move-in. Many high-priority residents (those that have a project start date within the next 6 months) have been given a final offer.
 - As of 9/27/2022 – 36 residents have received a final relocation unit offer, per Relocation Plan. One of those residents have been identified as a Section 32 participant. Will need to discuss further the plan to relocate the family.

- As of 1/3/2023- no other updates
- Bond St. – From the 11 households that are a part of this project, 3 families have been extended offers with 2 residents having accepted their unit offer.
 - As of 1/3/2023- no other updates.

9. **Maintenance Report**

Robert Croston

○ **Vacant Unit Report**

The Maintenance Department continues to work hard to keep up with the number of new vacancies. Still one of our highest numbers of vacant unit in years with many move outs, residents skipping out and more court dates opening for more evictions.

○ **Site Beautification**

- We will be working with Public Housing on updating the insides at some of our high raises by painting some of the lobbies and community room. We have painted the community room at 321 Lake Tower and will begin painting the lobby next. Our next step for 321 Lake Tower is to remove the old carpet and plank the community room.
- Maintenance will have a Gazebo installed at the site before the end of the year.
- We will be adding some grills to University Tower per the resident request weather permitting, and supply chain issues this year. If any issues arise, we will order them with the hopes of a spring install.

○ **Equipment Purchase**

We have been looking for a replacement tractor for Glenwood Gardens and believe we have found one. The old tractor has been to the shop and the city garage, and the local dealership is no longer servicing that brand. We have determined the best course of action is to find a replacement. We are moving forward to make this happen as soon as possible.

○ **Changes to the Work Order Report**

The Maintenance department is making changes to the work order report. Once we have determined a system that will breaking down the progress of work order more efficiently, we will make the changes to the monthly report.

10. **Leasing Operations Report (Section 8)**

Pierre Dorancy

Leasing Operations Matters:

1. The Administrative Plan language changes have been approved. The staff is working on implementing the changes. Robocall has been used to notify participants and landlords of the changes that affect them.
2. Currently, there are 1,677 active applicants on the Housing Choice Voucher Waiting List.

3. Leasing Operations' voucher and funding utilization goal is between 95% to 98%. We are currently at 86.55 % utilization of vouchers and 101.57% utilization of funds. Leasing Operations Department has a Leasing Plan for 2022 to fully maximize HUD
4. funding for Housing Assistance Payments. From 1/1/2022 to 12/31/2022, we issued 336 HCV Vouchers. Staff continues working overtime to issue vouchers and maintain utilization.
5. The monthly inspection goal is 780-960. The Inspection Unit conducted 516 inspections for the month of December.

HUD Community Choice Demonstration (formerly Mobility Demonstration)

As previously reported, RHA was one of nine (9) PHA's selected to join the HUD's HCV Mobility Demonstration Program. The program is now known as Community Choice Demonstration. Briefly, this is a 6-year demonstration program designed to increase participation for voucher families with children with better access to low-poverty neighborhoods and other areas of opportunity with high-performing schools and other strong community resources.

Since the pilot start date of October 17, 2022, the Managers implementing the program have updated the RHA website with CCD information and have sent out 2 batches of interest letters. Two hundred and thirty-one (231) qualifying families with program information. Interested families can reach out to a dedicated phone line and email address to communicate interest in participation. The CCD phone line is (585) 697-6210 and te email address is communitychoice@rochesterhousing.org. As of 01/11/2023, eleven (11) families have been enrolled in the program and five (5) have been randomly selected for services. The first CCD families searching for units win Opportunity Areas are planning moves for this Spring.

HUD Emergency Housing Vouchers

As of 01/12/2023, out of 117 EHV vouchers authorized:

- 135 moving papers have been issued.
- 96 applicants have been housed.
- 6 applicants are searching for housing.
- 4 applicants have submitted moving papers to RHA
- 10 new referrals have been requested from COC

RHA continues to collaborate with the local CoC and consult with other housing authorities and has statistics on the status of EHV lease-ups. These reviews indicate that RHA is working at a similar pace as other public housing agencies.

The policies of the Emergency Housing Voucher (EHV) program were approved by the Board on 9/22/21 and are reflected in the RHA HCV Administrative Plan.

Additional Mainstream Voucher Awards

RHA has been awarded 25 additional Mainstream Vouchers to assist households that include a non-elderly person(s) with disabilities to lease up affordable units. This award includes extraordinary administrative funding to support administrative costs, including activities to support housing search and lease up of eligible applicants. Fees can also be used for costs related to the retention, recruitment, and support of participating owners in the form of security deposits, signing bonuses, vacancy payments, and damage mitigation.

As of 01/12/2022, out of 25 Mainstream Vouchers authorized, 6 applicants have been housed and 5 have submitted moving papers to RHA.

Training

The Leasing Operations team will be developing a training schedule for Calendar Year 2023 in coordination with the HR department.

Topics include:

- SEMAP
- Rent Calculations & HCV Program Management,
- Effective Use of HUD's Two-Year Tool to maximize voucher utilization,
- Reasonable Accommodations,
- Personal and Professional Development, such as effective communication.

11. Family Self-Sufficiency (FSS) Report

Melissa Berrien

Grant Award

FY22 Family Self Sufficiency Grant - RHA was awarded \$316,764 (a 6% increase) which funds Human Service Specialists who work directly with participating FSS families assisting them in finding jobs, increasing earned income, reducing, or eliminating the need for rental and/or welfare assistance, and making progress toward achieving economic independence and self-sufficiency.

Participant Highlights

We have 240 participants currently enrolled in our FSS program. Some of the achievements our participants demonstrated are:

- Mr. Nazukkmer entered the FSS program on August 1st, 2019, with employment, education, and homeownership goals. Mr. Nazukkmer sought and maintained employment with Freshly bread Company and Uber. Mr. Nazukkmer's income has increased by 78% and he is no longer receiving Section 8 assistance. Mr. Nazukkmer is a successful graduate and is entitled to receive an estimated \$925.49 in escrow savings.

Section 3

- Monthly Report – new report was attached

Agency Collaborations

- Financial Empowerment Center (FEC) offers free financial counseling which focuses on increasing savings, reducing debt, and increasing access to safe and affordable banking products.
 - 2021 Stats
 1. 124 clients
 2. 341 counseling sessions
 3. \$83,143 debt reduction
 4. \$104,457 increased savings
 - FEC awarded 150K to assist RHA families, of which 50 new homeowners are eligible for a 1k grant.
 - Project approved by City Council at February council meeting. The agreement was signed by Executive Director and for signature on 3/4/22
 - Executed Agreement received on 3/25/2022, Meeting to discuss payment issuance with Finance on 4/25/22
 - Homeowner grants awarded to six participants
 - Four additional grants awarded in December
 - FEC is requesting additional time to assist new homeowners as the original agreement ends February 2023
- Action for a Better Community (ABC) – Benefits Cliff Project - We are participating in a community-wide initiative led by ABC to create a tool that will help individuals receiving public assistance to understand and mitigate benefit cliffs and their impacts.
 - Calculator development and Pilot agency selection underway
 - Met with ABC to discuss the first look at the calculator and pilot details
 - 10 families participated in the Benefits Cliff Pilot. Each Family tested the calculator and completed a brief survey related to their experience in using the calculator. Each participant received a \$ 35 gift card for participating in the survey.
 - Wrap up meeting to discuss future iterations of the pilot program held on 12/12/2022.
- RMAPI Housing Subcommittee Cochair – Collaborative initiative focused on making housing more accessible, affordable, and equitable in our community.
 - Mission - Increase housing equity and access, improve housing stability, and close the wealth gap in Monroe County
 - Areas of focus: Housing Navigation, Displacement/Transiency, reviewing the list of budget priorities aligned with RMAPI’s housing policy.
- Closing the Gaps 6 city cohort (Albuquerque, NM; Austin, TX; Memphis, TN; Minneapolis, MN; Rochester, NY; and St. Paul, MN) is a one-year initiative that brings together leaders from cities across the country who are committed to imagining what an anti-racist society might look like and playing an important role in building it through the transformation of government policies, practices, and operations.

- CTG provides up to \$167,000 per cohort city to execute on your homeownership strategy and up to \$100,000 per cohort city to execute on your business, starts, and growth strategy.
- Mayor Evans has signed off on the proposed plan. We are awaiting an award letter from Living Cities to present it to the city council. Closing the gaps seeks to improve homeownership and entrepreneurial outcomes for people of color. The proposed plan would add outreach dollars and incentives for young families to pursue homeownership.
- Next steps: Create collaborative outreach materials, meet with Head Start staff, and explore RHA/Landbank partnership.
- Jordan Health Community Engagement Committee - Understanding how we as community organizations can better serve one another and our community in hopes of linking various community organizations (churches, service centers, recreation centers, and neighborhood organizations) and them having a stronger, visible presence in the community.
 - Next Steps: Jordan Health Roadshow
- Wilmot Cancer Institute Faith in Community Advisory Board (FCAB) will exist to strengthen the relationship between faith-based organizations, the communities they serve, and the Wilmot Cancer Institute to address cancer health disparities that disproportionality impact specific groups.
 - Dr. Nikesha Gilmore to present study at December Resident Relations meeting
 - January FCAB meeting presentation with Dr. Harris – Studying how antioxidants levels affect cancer
- Boys Scouts of America – RHA is partnering with the boy scouts to bring scouting to RHA Public Housing family sites.
 - Planning meeting for continued outreach TBD
- RHA has been invited to participate in the Mayor’s Financial Empowerment Advisory Group – Inaugural meeting on 9/8/22
 - Met with the Office of Financial Empowerment (OFE) team on 10/18/2022 to discuss the vision statement, future expectations of OFE, current gaps in creating financially empowered residents, and survey questions for focus groups.
 - Met with the Office of Financial Empowerment (OFE) team on 12/2/2022 to discuss past actions and determine measures of success and measures for impact on beneficiaries.
 - Reviewing draft strategic plan next meeting February 10th.
- Girl Scouts – Girls Scouts is seeking to partner with RHA to pilot a scouting program at Harriet Tubman
 - Meeting with Scout Liaison and Harriet Tubman President on 1/30/2023

Homeownership

- Ms. Rivera closed on her home at 133 High Street on January 11th.
- We have four families with anticipated closings and twenty-seven families who have been approved for financing and are searching for homes.

12. Resident Relations Report

Melissa Berrien

There was no report due to the lateness of when the meeting was held in January.

13. Planning Committee Report

Shawn Burr

- The Planning Committee meeting was held on 01/11/2023. There was one follow-up item from the previous meeting that is in progress.
- There were one action items presented, discussed, and agreed to move forward to the Board for approval.
- We then discussed the status of our current projects by having staff give updates and review progress pictures:
 1. Scattered Site Roof Replacement R-19 - project 100% complete.
 2. Kennedy Tower Hallway Rehabilitation – the project is 98% complete and behind schedule due to COVID and material delays.
 3. Danforth Towers East & West Façade Repair – the project is 82% complete and on hold until spring when the weather is conducive to finishing the work.
 4. Bronson Court Furnace & Water Heater Installations – Project is 100% complete.
 5. Bronson Court Roof Replacement – Project is getting started
- We are working with our consultant team of D+B/Calogero on summarizing and categorizing the RAD Physical Conditions Assessments and Environmental testing on most all of our PH properties. This will take some time and we will be including public housing, maintenance and finance in the process. The NYSPOP grant funds have been expended and we are under separate contract with D&B to complete the work.
- There are currently three projects out to bid and we have additional projects to be submitted to Procurement.
- Our MWBE & Section 3 Contracts report was presented and will continue to be updated each month and we continue to work on percentages of possible funds allocated/obligated.
- The status of our current CFP Budgets as of December 31st are: 501.19 is 100% obligated and 98% expended, 501.20 is 35% Obligated and 34% Expended and 501.21 is 50% Obligated and 28% Expended. We expect to meet all our deadlines.
- We then discussed our A/E status report, and no issues were present.

Project Planning

- • Our Project Planning meeting followed the Committee meeting, and updates were given on our development projects starting with our RAD project at Federal St/Scattered Sites. Moving the project forward in coordination with NYS HCR, NYS OTDA, HUD, and City of Roch. With closing calls every Friday. We are communicating regularly with HUD on the RAD conversion “glitch”

and hopefully are getting closer to getting it resolved. Director Molinaro-Thompson has been communicating with the director of REAC and NYS HCR on navigating through the process to correct the issue. It has delayed the closing, and this communication has helped with HCR, however I will be taking it to the next level. We continue to work with the City on the coordination between agencies as the project moves forward. Todd Bullard is also involved now from here on out with preparing necessary resolutions and representing RHA through the closing process with closing team meetings every week.

- Our other development projects in various stages were discussed.
- Updates were then given on our pipeline of capital projects in the planning and design stages.
- Updates were also given on the Hazard Related Grant and Section 32 progress.
- The rest of our project pipeline was presented, and the meeting was adjourned.

14. Commissioner Comments

Commissioner Cummings: no comment

Commissioner Rubin: I was Impressed that the conference with the difference in repour between staff and Commissioners that we enjoy, versus what appears to be the norm in other PHA's around the country, we really have a relationship here that I think serves us and serves all our residents very well.

Commissioner Waters: no comment.

Commissioner Ocansey: no comment.

Commissioner Remarais: I have to say the conference was very, very good. In the Sessions I did get to talk with people and the only thing I want to say is that compared to others PHA's, we are top notch and when it comes to the way we handle our board meetings with our committee meeting. I realize that some of these people that attended don't get minutes until hours an hour before even just before, some of them are very unorganized in different ways. I was like super proud of how we handle our meetings. When they were talking, and they didn't even know what was going on when they should have known. We are like way up there. It was eye opening. It was a very good we bonded. We got to know each other a little bit better.

I want to say thank you. Thank you as always. Thank you to the staff. Thank you to the Executive Team for all your hard work. Appreciate everything you guys do. We do have to keep moving, It's January, already the 24th. The first month of the year is almost gone. We must work hard this year. We want to get us the next level and we want to make sure we become better and better. So, we still have a lot of work to do, the Board is here for you guys. You have the Board full support. You need to let us know what guys need.

Board Chair Remarais requested a motion to go into Executive Session for a legal and personnel matter. Commissioner Waters moved, and Commissioner Cummings seconded a motion to go into Executive Session at 1:50 pm. Commissioner Cummings, Commissioner Ocansey, Commissioner Rubin, Commissioner Waters, and Commissioner Remarais voted yes. The motion was passed, five to zero.

Board Chair Remarais requested a motion to end Executive Session; Commissioner Cummings moved, and Commissioner Waters seconded the motion to end the Executive Session at 2:21 pm. Commissioner Remarais, Commissioner Ocansey, Commissioner Cummings, Commissioner Rubin, Commissioner Waters, and Commissioner Rubin voted yes. The motion was passed five to zero.

15. February Regular Board Meeting

The February Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, February 22, 2023**, at 12:00 pm.

There were no further items to come before the Board, a vote to end the September Regular Meeting Business was taken, Commissioner Waters moved, and Commissioner Ocansey seconded a motion to end the Board Meeting at 2:24 pm. Commissioner Remarais, Commissioner Ocansey, Commissioner Cummings, Commissioner Ocansey, Commissioner James, and Commissioner Rubin voted yes. The motion was passed five to zero.

Respectfully submitted,



Shawn Burr,
Secretary to the RHA Board,
Executive Director